

**CITY OF MANCHESTER**  
**PLANNING AND ZONING COMMISSION**  
**MEETING MINUTES**  
**MAY 12, 2014**

---

**COMMISSIONERS**

Jason Truesdell, Chairman (2014)  
James Labit, Secretary (2016)  
Joni Korte (2016)  
Tom Brown (2017)  
Jack Fluchel (2014)  
Mark Smith (2014)

**CITY OFFICIALS AND STAFF**

Dave Willson, Mayor  
Mike Clement, Alderman, Ex-Officio member  
Franz Krintz, Planning and Zoning Director  
Melissa Barklage, Recording Secretary

---

**CASES**

**REPRESENTATIVES OF CASES**

**NUMBER**

**Case #14-TXT-001** - A text amendment is proposed to add a definition of "mobile food establishment" and to add mobile food establishment to the list of permitted uses in the R-1 Single Family Residential Zoning District.

- **Franz Krintz**  
Planning and Zoning Director

**Case #14-SP-003** – A request is made by Mr. Jim Rolwes of Rolwes Construction, Inc. for site plan approval of a new single family dwelling to be constructed at 602 Joyce Ann Drive. The property is zoned R-1 Single Family Residential.

- **Mr. Jim Rolwes**  
Rolwes Construction Inc.  
121 Old Meramec Station Rd.  
Ballwin, MO 63021  
636-487-4749

---

**1. CALL TO ORDER**

Chairman Truesdell called the Planning and Zoning meeting of May 12, 2014 to order at 7:02 p.m.

**2. ROLL CALL**

Chairman Truesdell asked the Recording Secretary to take roll.

Commissioner/Secretary James Labit	Present	Chairman Jason Truesdell	Present
Commissioner Jack Fluchel	Excused	Commissioner Mark Smith	Present
Commissioner Joni Korte	Present	Alderman Mike Clement	Present
Commissioner Tom Brown	Excused	Director Franz Krintz	Present
Mayor David Willson	Present	Melissa Barklage, Recording Secy	Present

**3. APPROVAL OF MINUTES**

Commissioner Labit made the motion to approve the minutes of May 12, 2014. Motion seconded by Commissioner Korte motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

4. **APPROVAL OF AGENDA**

Chairman Truesdell asked if there were any changes to the agenda. Chairman Truesdell made the motion to amend the agenda by moving Old Business till after New Business on the agenda. Commissioner Smith seconded; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

Commissioner Labit made the motion to approve the agenda as amended. Chairman Truesdell seconded; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

5. **OLD BUSINESS**

- A. **#14-TXT-001** - A text amendment is proposed to add a definition of “mobile food establishment” and to add mobile food establishment to the list of permitted uses in the R-1 Single Family Residential Zoning District.

Director Kraintz explained there was discussion at the previous meeting of allowing these mobile businesses into our City parks and ultimately residential zone districts. Director Kraintz spoke with the City’s Park Director who strongly discouraged use of mobile food establishments for private use in parks. After review with the City Attorney and Park Director they decided that the definition should remain as allowed in the parks for city-sanctioned events only. This version will also address the need to cover the vendors at Manchester’s Homecoming weekend.

Director Kraintz was asked if there was anything different in this draft from the draft that was reviewed at the previous meeting. Director Kraintz answered that there was very little different in this draft.

Director Kraintz was asked what the rationale was for not wanting to allow food trucks in the parks for private events. He stated that given the size of the park with the number of pavilions it has, there was a concern that food trucks would overwhelm the limited parking area and there was no other place for them to congregate and be potentially crowded with customers without interfering with the regular traffic and parking in the park. In addition, the noise and exhaust were cited as possible concerns.

Alderman Clement explained that the Parks department felt there will be too much responsibility with having to handle the public using the parks to have their events with food trucks. It was thought the City could try this approach on a limited basis first and then see if there is need for further changes to the ordinance in the future.

Alderman Clement then voiced a concern over the narrow definition of mobile food establishment stating that this draft language does not include vendors that are selling goods instead of food, which can be the case at Homecoming. This spawned discussion of possible other revisions to the draft.

Alderman Clement encouraged the Commission to make what revisions it saw were needed then the revised draft could be still be forwarded to the Board of Alderman for their consideration.

Commissioner Korte felt one solution to including other vendors might be to call them “mobile commercial establishments” rather than “mobile food establishments”. This would encompass more of those businesses that participate in the events such as Homecoming. Director Kraintz agreed with the changing of this term and adding the terms “retail products and amusement rides” to the list of business types included in the definition.

In addition, Commissioner Labit suggested adding more permit requirements beyond just having a County Health Department permit so “other appropriate permit” was added. He suggested that instead of just maintaining those permits, they should be required to “provide” them.

Alderman Clement then questioned the term “lawfully licensed vehicle” since several vendors would be operating without a vehicle. Commissioner Korte suggested adding temporary structure to the term “lawfully licensed vehicle”. This necessitated a changing of the term “mobile commercial establishment” to “mobile commercial operation”.

Through each of these suggested changes, Director Kraintz read the entire proposed text amendment for the Commission’s edification. When all the changes were agreed upon, Commissioner Labit asked for one more reading of the re-written definition.

Chairman Truesdell made the motion to make a favorable recommendation on CASE #14-TXT-001 for the proposed text amendment as amended. Commissioner Smith seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

## 6. NEW BUSINESS

- A. **CASE #14-SP-003** – A request is made by Mr. Jim Rolwes of Rolwes Construction, Inc. for site plan approval of a new single family dwelling to be constructed at 602 Joyce Ann Drive. The property is zoned R-1 Single Family Residential.

Mr. Jim Rolwes spoke for the case. The proposed residence is about 3,300 sq. foot built as a story and ½ plan. This floor plan and house style is similar in size and architectural design to what was also recently built on Connie.

Chairman Truesdell inquired about whether there was an existing structure on the property that would have to be demolished. Mr. Rolwes stated that the demolition has already been permitted and completed last month. The proposed new home will have 5 bedrooms and 3 full baths on the second floor. The main floor has a master bath and powder room. Mr. Rolwes still has yet to get permit through St. Louis County for the construction.

Director Kraintz gave the staff report. The proposed dwelling on the lot comports with all zoning requirements for setbacks, height limits and lot coverage. With a look to the grading plan there appears to be very little change to the existing contours. The plan does not meet the threshold for requiring post-construction storm water management. However, the site plan shows locations for water runoff control pits for dissipation and improvement of water quality. Chairman Truesdell confirmed that there would be a \$2,500 escrow deposit to cover the possible damage to streets, curbs or sidewalks during the construction period. Director Kraintz confirmed that was staff’s recommendation and stated to the builder the deposit is refundable.

Commissioner Korte asked if the trees on the property will be left around the perimeter of the site. Mr. Rolwes stated that the homeowner will make the decision as to keeping the trees or not. Commissioner Korte commented that the lot was fairly level and wouldn’t need a lot of grading.

Alderman Clement asked if there was going to be any landscaping. Mr. Rolwes says that the homeowner has her own landscaping person but he will take care of the water runoff control. There will be two water runoff control pits. Alderman Clement asked if the water coming off the roof would be diverted into the pits by simple splash block. Mr. Rolwes explained that the water is piped through the gutters to those pits.

Commissioner Labit asked Mr. Rolwes if there was a basement to the plans. Mr. Rolwes stated that the site plan cited there was a “lookout possibility”. The homeowner is trying to decide if she would like to put in a deck or have a landscaper put in a slight retaining wall for the purpose of a patio. But the basement is not a walkout.

Chairman Truesdell made the motion to grant site plan approval on #14-SP-003 pending \$2,500.00 escrow deposit payment. Commissioner Korte seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

**7. PLANNING AND ZONING DIRECTOR’S REPORT**

Director Kraintz spoke to one of the applicants of the Wine Cellar about their Special Use Permit. They had told him that negotiations with the owner are not going well.

**8. EX-OFFICIO’S REPORT**

Aldermen Clement mentioned that recently the Board of Aldermen had a ceremony to swear in the three Alderman and Mayor for the next two years. He said there has been a lot of stability on the Board.

**9. COMMENTS FROM THE PLANNING AND ZONING COMMISSION**

**10. ADJOURNMENT**

Commissioner Labit made the motion to adjourn the Planning and Zoning Commission meeting of May 12, 2014, at 7:50 p.m. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

Respectfully submitted by:  
Melissa Barklage, Recording Secretary

# # #